

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #26-13

CLOSING DATE: FEBRUARY 21, 2026

This position is not part of Classified Service. It is, however, covered under New York State Military Law. If selected, current employees within Classified Service will lose their seniority, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Director Human Resources 5 / Director of Human Resources (MNHS)
Location:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters – 330 Old Niskayuna Road, Latham, NY • Directorate of State Human Resources (MNHS) – (1 vacancy)
Salary Grade:	Management/Confidential (M/C) N/S
Salary Range:	Expected within: \$141,581 - \$178,874 (M5 range approved)
Duties and Responsibilities:	<p>Reporting directly to The Adjutant General, Executive Deputy Commissioner, Chief of Staff (State) or other appropriate member of Executive Staff, the Director of MNHS is responsible for the overall administration of the agency's State human resources activities. The Director of MNHS is also responsible for the oversight of the payroll processing and Line of Duty (LOD) injury investigations and associated processing for Service Members assigned to State Active Duty (SAD) missions.</p> <p>DMNA is a unique and complex entity, one which is comprised of state civilian employees, federal civilian employees, federal service members, and SAD service members. DMNA has its own collective bargaining agreement (CBA) with the Civil Service Employees Association (CSEA), which covers approximately 80% of the State staff within the agency's workforce. Moreover, while the current strength of SAD is approximately 3,000 full-time service members, the Director MNHS has responsibilities associated with the New York Military Forces (NYMF) as over 20,000 service members must be in good standing and "military ready," who may be called on for service. Accordingly, the position requires an</p>

understanding of not only state military and civil service laws, rules and regulations, but also federal laws, rules and regulations.

The incumbent will oversee the strategic state workforce planning efforts, in partnership with Executive Leadership. They will provide oversight of the strategic alignment of DMNA's State personnel program, employee services such as employee benefits, employee relations, training and staff development, State employee payroll, SAD payroll, SAD LOD investigations, employee recognition program(s) for State employees, to recruit, develop, and sustain a competent, equitable, and inclusive state workforce that supports the agency's mission. The incumbent will also be responsible for ensuring business continuity of state operations in partnership with the internal ITS team and federal colleagues, as the organization operates on the Federal Department of Defense (DoD) network.

Specific duties and responsibilities include but are not limited to:

- Supports executive management's vision by aligning state human resources strategies with organizational goals.
- Serves as expert advisor to executive leadership on state human resources issues.
- Serves as the spokesperson for the agency on human resource matters.
- Represents the agency on workgroups, committees, and in other forums related to talent management (including but not limited to classification and compensation and the recruitment and placement of staff), training, and labor relations functional areas. This includes serving as a key representative of the agency with the Office of Employee Relations (OER), Division of Budget (DOB), Office of the State Comptroller (OSC), Executive Chamber, Department of Civil Service Employee Health Services, the Office for Diversity Equity, Inclusion and Accessibility (DEIA), the Business Service Center (BSC) and enterprise service providers on human resources issues.
- Collaborates internally with the Division of Legal Affairs (LA), and the J1 (the various HR components for the New York National Guard) on a variety of topics, including but not limited to SAD payroll concerns, SAD-LOD concerns, policy review, etc.
- Oversees the strategic direction of the agency's recruitment program, ensuring alignment with agency goals and objectives.
- Promotes talent development by evaluating, assessing and supporting the team in the administration of the professional development and training program(s) for employees, including but not limited to the Applied Skills Training Program in partnership with CSEA and the Directorates across the state.
- Maximizes employee engagement by leading initiatives to engage employees and identifying methods to measure success or opportunities for improvement.

- Utilizes performance management principles and practices to monitor and accurately assess employee performance on a continuous basis.
- Proactively manages succession planning efforts and implements documented knowledge transfer strategies.
- Works with Deputy, Associate Directors, and their staff to identify, clarify, and implement the associated goals and objectives of each functional area.
- Works with program managers to identify and implement organizational changes and translates program area goals into strategic staffing efforts within their respective directorates.
- Oversees the team responsible for processing and maintaining employee and payroll records; strategically reviews, assesses and implements changes to streamline efforts to ensure a 'customer first' focus in partnership with the Deputy and lead of SAD Payroll Operations, while ensuring compliance with applicable laws, rules, and regulations.
- Oversees the team responsible for the administration of the employee benefits program, which may be performed by an enterprise service provider.
- Oversees the team responsible for the on-boarding process of new employees; strategically reviews, assesses and implements changes to streamline efforts to ensure a 'customer first' focus in partnership with the Deputy and lead of Personnel.
- Strategically supports the direction of the agency's staff development and training program.
- Strategically supports the direction of the agency's labor relations program
- Ensures all State human resources activities comply with the appropriate laws, rules and regulations.
- Participates in developing and implementing a diversity and inclusion plan for an agency and/or its facilities.
- Manages the development and maintenance of human resources data systems.

Additional Job Requirements:

- Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word, Excel, electronic mail (e-mail) and internet searches.
- Must have good verbal and written communication skills; be able to clearly and concisely prepare written documentation.
- Ability to collaborate effectively with different groups of people, including co-workers, management, both Federal and State personnel, and the public.
- Must demonstrate reliability, trustworthiness, and exercise the highest levels of confidentiality.
- Working knowledge/experience of the principals and techniques of supervision.
- Attends and completes additional training as required.

	<ul style="list-style-type: none"> • Travel will be required using various modes of transportation to include driving and/or flying. • May require schedule adjustments and additional hours, especially during SAD activations. • Other duties as assigned. • SECRET clearance.
<p>Minimum Qualifications:</p>	<p>Promotion: one year of service at M-3 or higher in a human resources, training and development, or labor relations title within New York State Government.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's degree from a regionally accredited college or university in Business Administration, Public Administration, Human Resources Management, Political Science or related degree; plus six (6) years of progressive, full-time experience in Human Resources or related title; at least two (2) years of full-time experience must have included supervision of subordinate staff.*</p> <p style="text-align: center;">OR</p> <p>An Associate's degree from a regionally accredited college or university, in Business Administration, Public Administration, Human Resources Management, Political Science or related degree; plus eight (8) years of progressive, full-time experience in Human Resources or related title; at least two (2) years of full-time experience must have included supervision of subordinate staff.*</p> <p style="text-align: center;">OR</p> <p>Ten (10) years of progressive, full-time experience in Human Resources or related title; at least three (3) years full-time experience must have included supervision of subordinate staff.*</p> <p style="text-align: center;">AND</p> <p>As a condition of employment must successfully complete a state and federal background investigation process to determine suitability and obtain appropriate clearance to allow access to the Federal Department of Defense network, as well as potentially restricted areas. Currently, a SECRET clearance is required at the time of hire (in accordance with National Guard Bureau (NGB) processes may be allowed to start before completion); other clearance may be necessary. SECRET clearance requirement may only be waived by The Adjutant General or his designee.</p>

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. Must report any change in driver's license status to the State Human Resources Office (MNHS) and supervisor.

Within Ninety (90) days of receiving access to computer network, must successfully complete all required computer training such as Statewide Learning Management System (SLMS) or Statewide Financial System (SFS) requirements as related to job assignments.**

* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate the combined education and years of experience related to the qualifications (10 years + supervision) and have direct relevance to the job duties noted above.

** Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required.

Preferred qualifications

- Demonstrated commitment to public service
- Ability to build and maintain relationships with key stakeholders
- Strong supervisory and interpersonal skills
- Strong organizational skills, including the ability to manage tasks on simultaneous projects, prioritize, meet deadlines
- Proficient computer skills
- Excellent written and verbal communication capabilities

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. It does not include all duties that might be appropriately performed by the incumbent. Please contact State Human Resources for additional information regarding the position requirements.

How to Apply:

To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note your specific license or certification to meet requirements.

If you are a former public employee retired from New York State and currently receiving benefits, indicate this and the name of the retirement system in your cover letter.

Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.

E-mail to: ng.ny.nyarng.mbx.mnhs-job-posting@army.mil
FAX to: (518) 786-6085
For Questions: (518) 786-4830

Mail to:
New York State Division of Military and Naval Affairs
State Human Resources Management
330 Old Niskayuna Road
Latham, New York 12110-3514
Attn: Joanne Enright, State Human Resources – Personnel

ALL DOCUMENTS MUST BE RECEIVED IN STATE HUMAN RESOURCES MANAGEMENT (MNHS) BY Thursday, February 5, 2026.

VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN THE CANDIDATE'S FAVOR.

Subject of Interview:	<p>All current DMNA state employees who meet the minimum qualifications are encouraged to apply. Interviewees will be evaluated based on their qualifications, experience, ability to meet the needs of the division and ability to perform the duties and requirements of the position.</p> <p>All other candidates who meet the minimum qualifications will be considered.</p> <p>NOTE: All candidates that apply may not be scheduled for an interview.</p>
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POSTED: Thursday, January 22, 2026

STATE VACANCY ANNOUNCEMENT #26-13

We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision, and retirement benefits including the NYS Pension system.

We are an Equal Opportunity Employer: We do not permit discrimination based on race, age, creed, color, religion, gender/sex, military status, sexual orientation, marital status, familial status, national origin, predisposing genetic characteristics, or physical or mental disability, domestic violence victim status, arrest/criminal conviction record, pregnancy and related conditions, gender identity or expression, sexual harassment, immigration status, or hair texture or protective hairstyles.